

RFP-4-93
SECTION ONE
GENERAL INFORMATION AND REQUESTED PRODUCTS/SERVICES

1.1 INTRODUCTION

The Indiana Department of Administration (IDOA), acting on behalf of Counter-Terrorism and Security Council (CTASC), requires acquisition of aerial imagery and delivery of resulting digital orthophotography and ancillary products for the entire state. It is the intent of IDOA to solicit responses to this Request for Proposals (RFP) in accordance with the statement of work, proposal preparation section, and specifications contained in this document.

1.2 DEFINITIONS AND ABBREVIATIONS

Following are explanations of terms and abbreviations appearing throughout this RFP. Other special terms may be used in the RFP, but they are more localized and defined where they appear, rather than in the following list.

Acceptance	The designated period following completion of aerial imagery and delivery of resulting digital orthophotography and ancillary products for the entire state. During the acceptance period, the State will evaluate all features and performance of aerial imagery and delivery of resulting digital orthophotography and ancillary products for the entire state.
Base product	The minimum product funded by set-aside monies for each county from the 2004 Office of Defense Preparedness grant and other State funds. Depending on pricing and the availability of funds, the State intends the base product to be 1-foot pixel resolution orthophotography statewide, plus ancillary data products (funding has been dedicated at this time for 30 of 92 counties to receive 1-foot base product). However, the State reserves the right to award at 1-meter resolution in some counties if necessary.
Buy-up	The opportunity afforded counties and/or state under this contract to add monies to add to or improve the product obtained under this contract (e.g., buy-up to 6-inch resolution). In various parts of this document “buy-up” may also be used to denote the difference in price between the base product and improvements in the product available.
Color IR (1-meter)	Color-Infrared orthoimagery with a one-meter ground sampling distance (GSD).
Coverage	Coverage refers to geographic extent unless specified otherwise.
GSD	Ground Sampling Distance. The area on the surface of the earth depicted by one pixel in an image of the surface of the earth. May be used synonymously with resolution.
IAC	The Indiana Administrative Code.
IC	The Indiana Code.

Implementation	The successful installation of statewide color digital orthophotography and ancillary products as specified in the contract resulting from this RFP.
Installation	The delivery and physical setup of products or services requested in this RFP.
Key Personnel	Staff with essential qualifications necessary for the successful completion of this project.
Near IR (1-meter)	Near Infrared orthoimagery with a one meter ground sampling distance. Near Infrared is defined roughly as the 700 to 1300 nanometer range of the electromagnetic spectrum. As used here, near IR (1-meter) imagery is in addition to color imagery, not in replacement of color imagery.
Products	Tangible goods or manufactured items as specified in this RFP.
Proposal	An offer as defined in IC 5-22-2-17.
Respondent	An offeror as defined in IC 5-22-2-18.
Resolution	(low, medium and high) as used in this document is defined in terms of ground sampling distance. Low-resolution imagery has a one-meter ground sampling distance. Medium-resolution imagery has a one-foot ground sampling distance. High-resolution imagery has a six-inch ground sampling distance. Resolution includes horizontal accuracies set forth in Section 2.4.2.2.2 – Horizontal Accuracy Requirements.
Services	Work to be performed as specified in this RFP.
State agency	As defined in IC 4-13-16.5-1 A) An authority, board, branch, commission, committee, department, division, or other instrumentality of the executive, including the administrative department of state government. B) An entity established by the general assembly as a body corporate and politic. C) A state educational institution.
Vendor	Any successful respondent selected as a result of the procurement process to deliver the products and services requested by this RFP.

1.3 PURPOSE OF THE RFP

The Indiana Department of Administration Procurement Division (State), on behalf of the Indiana Counter Terrorism and Security Council (CTASC), is soliciting sealed proposals to establish a contract through negotiations with qualified vendors with high-level photogrammetric capabilities to develop digital orthophotography for the entire state of Indiana, and such optional elements and related products needed to facilitate state and local homeland security mapping, GIS base map development, and to otherwise support the IndianaMap Program.

A contract will be awarded for Spring 2005 imagery acquisition, and subsequent delivery of digital color orthophotography and specified state or county selected optional mapping products, at resolutions of 1-foot and 6-inch, and resampled imagery delivered at 1-meter. Depending on pricing and availability of

funds, the State intends the base product to be 1-foot pixel resolution orthophotography statewide, plus ancillary data products. However, the state reserves the right to award at 1-meter resolution in some counties if necessary. The final extents and distribution of each resolution for this project will be fixed during contract negotiations. Complete definition of product specifications and project sets is provided in Section 2.4 Technical Proposal. Final delivery of all products will be no later than May 1, 2006; preferably earlier. At CTASC's discretion, extensions or modifications to the initial contract may be considered for subsequent years.

CTASC reserves the right to issue any subsequent request or requests for proposals for specific mapping work as it deems necessary to fulfill its requirements, and is under no obligation to conform with vendor's expectations regarding possible contracted work outside the scope of this RFP. While a single contract for orthophotography services is anticipated, CTASC reserves the right to establish multiple contracts with individual company(s) as a result of this RFP.

1.3.1 Background

The State of Indiana has a goal to develop a seamless, statewide, multi-resolution, integrated mapping system, referred to herein as the IndianaMap. IndianaMap is an initiative of the Indiana Geographic Information Council, Inc. (IGIC), Indiana's statewide GIS coordination council. The Statewide 2005 Color Orthophotography Project is funded primarily under the Office of Domestic Preparedness (Homeland Security), 2004 State and Local Homeland Security Grant, XXX, and local government funds.

The IndianaMap will use digital orthophotography for the development of various base map products in a computerized Geographic Information System (GIS) that will help meet the needs of the following: multi-jurisdictional homeland security mapping applications, state and county Emergency Management Agency services, county Local Emergency Planning Commissions (LEPC), enhanced 911 services, and State and local public safety applications. The orthophotography to be supplied by the successful bidder will be a foundation of this system, acting as a reference network and base for additional spatial data development and GIS applications by state and local government.

Orthophotography and ancillary data products produced through this contract will be public domain data. Ownership of the data products will reside with the counties. The State will own the contract and manage the overall project on behalf of the counties, and will receive additional delivery of the statewide product sets. CTASC will designate a point of contact for this orthophotography effort. Unless otherwise specified, all references in this RFP for contact with CTASC shall be through this designated point of contact.

The Vendor shall furnish all labor, resources and materials required to develop and deliver digital orthophotography and related data for CTASC per the requirements specified.

Data from this project are being developed primarily to support multi-use applications, including homeland security, emergency management, economic development, and the business of government. Unless otherwise negotiated, off-shore and non-US labor will not be allowed for any portion of this project. All parts of the production process must remain within the domestic borders of the United States.

1.3.2 Project Extents and Imagery Resolutions

The project encompasses the entire land area of the State of Indiana, or 36,418 square miles, more or less (Census 2003). The entire perimeter of the State shall be buffered by at least 1,000 feet. The

border with Illinois along the Wabash River, and Kentucky along the Ohio River shall be buffered a minimum distance of 1,000 feet or to the opposite river bank, whichever distance is greater. Border areas of the State proximate to Lake Michigan (Lake, Porter and LaPorte Counties) shall be buffered beyond the shoreline a minimum distance of 2,500 feet.

The required base orthophotography products to be produced through this contract shall include all 92 counties at 1-foot pixel resolution. State and counties have the option to improve current resolution specifications to 6-inch (Figure 1. Map of Resolution by County). The final extents and distribution of each resolution for this project will be fixed during contract negotiations. The scope of work under Section 2.4 Technical Proposal lists the counties that have indicated their good-faith intent to buy-up to higher resolution (to 6-inch).

1.4 SCOPE OF THE RFP

This document contains the following information that may be useful to anyone wishing to submit a proposal:

Section One -- A description of many factors affecting the proposal process and procedures.

Section Two -- A description of the required format and subject content of any acceptable proposals offered in response to this document.

Section Three -- A general discussion of the method that will be used by an evaluation team in selecting a respondent to recommend to State officials with whom to enter contract negotiations.

Attachments -- Details supporting this basic RFP document.

1.5 ISSUING OFFICE

In accordance with Indiana statute, IDOA has issued this RFP on behalf of CTASC. The content has been prepared by the staff of CTASC and members of the Indiana Geographic Information Council (IGIC). This RFP is being posted to the State of Indiana website (<http://www.in.gov/idoa/proc>). One copy of this RFP may be provided free of charge. A nominal fee will be charged for providing additional copies.

1.6 DUE DATE FOR PROPOSALS AND QUESTIONS

All proposals must be received at the address below by the Procurement Division no later than **3 p.m. Eastern Standard Time on October 26, 2004.**

NOTE: Indianapolis and most of Indiana remains on Eastern Standard Time year round. When the nation is on Standard time, Indianapolis observes Eastern Standard Time, and is on the same time as New York City. When most of the nation is observing Daylight Savings Time, Indianapolis observes Eastern Standard Time (which is the same as Central Daylight Time) and is on the same time as Chicago.

Each respondent must submit one original (marked "Original") and one complete copy of the proposal, including the transmittal letter and other related documentation as required in this RFP. A complete copy of the proposal must be provided on a CD-ROM in Adobe Acrobat PDF format. No more than one proposal per respondent should be submitted. Each copy of the proposal must follow the format indicated in Section Two of this document. Unnecessarily elaborate brochures or other presentations, beyond that sufficient to present a complete and effective proposal, are not desired. All proposals must be addressed to:

Allen Walker

Procurement Division
Indiana Department of Administration
402 West Washington Street, W468
Indianapolis, IN 46204

All proposal packages must be clearly marked with the RFP number, due date, and time due. Any proposal received by the Procurement Division after the due date and time will not be considered. Any late proposals will be returned, unopened, to the respondent upon request. All rejected proposals not claimed within 30 days of the proposal due date will be destroyed.

No more than one proposal per respondent should be submitted.

The State of Indiana accepts no obligations for costs incurred by respondents in anticipation of being awarded a contract.

All proposals submitted to the State should be double-sided and printed on 30% post-consumer recycled content paper or tree-free paper. When possible, soy ink should be used.

Caution to respondents about shipping/mailing: United States Postal Express and Certified Mail are both delivered to the Government Center Central Mailroom and not directly to the designated department. It is the responsibility of the respondent to make sure that solicitation responses are received by the Procurement Division on or before the designated time and date.

All questions regarding this RFP must be submitted in writing to the above address no later than **3 p.m. Eastern Standard Time on October 12, 2004**. Inquiries may also be submitted via fax **(317-234-1281)** or email rfp@idoa.state.in.us and must be received by IDOA by the time and date indicated above. Questions submitted after 3 p.m. may not be considered.

Following the question due date, IDOA personnel will assemble a list of the compiled questions asked by all respondents. The responses will be posted to the IDOA website approximately one week after the question due date listed in the RFP timetable, Section 1.26. The Question and Answer link will not become active until IDOA has provided responses to all questions. IDOA reserves the right to judge whether any questions should be answered in writing, and copies will be placed on the Procurement page on the State's web site for downloading, distributed to all prospective respondents who are known to have received a copy of the original RFP, or both. Only answers signed by the Director of the Procurement Division or designee or posted on the State's web site will be considered official and valid by the State. No negotiations, decisions, or actions shall be initiated by any respondent as a result of any verbal discussion with any State employee.

Inquiries are not to be directed to any staff member of CTASC, IGIC or other organizations represented through participation in IGIC. Such action may disqualify respondent from further consideration for a contract as a result of this RFP.

1.7 PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held on **Tuesday, October 5th, 2004** in Training Room 8 of the Indiana Government Center South, located at 402 West Washington Street. At this conference, potential respondents may ask questions about the RFP and the RFP process. Respondents are reminded that no answers issued verbally at the conference are binding on the State and any information provided at the conference, unless it is later issued in writing, also is not binding on the State.

Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the RFP.

1.8 MODIFICATION OR WITHDRAWAL OF OFFERS

Responses to this RFP may be modified or withdrawn in writing or by fax notice received prior to the exact hour and date specified for receipt of proposals. The respondent's authorized representative may also withdraw the proposal in person, providing his or her identity is made known and he or she signs a receipt for the proposal. Proposals may not be withdrawn after the proposal due date and time has passed.

Modification to or withdrawal of a proposal received by the Procurement Division after the exact hour and date specified for receipt of proposals will not be considered. If it becomes necessary to revise any part of this RFP or if additional data is necessary for an exact interpretation of provisions of this RFP prior to the due date for proposals, a supplement will be posted by the Procurement Division to the State of Indiana website. If such addenda issuance is necessary, IDOA reserves the right to extend the due date and time of proposals to accommodate such interpretations or additional data requirements.

1.9 PRICING

IDOA requests the pricing associated with this RFP be a firm proposal price that must remain open and in effect for a period of not less than 180 days from the proposal due date.

CTASC and IDOA recognize there are certain industry practices for service providers. However, the Departments encourage respondents, in their responses to the RFP, to be as creative as possible regarding cost to the State, as cost efficiency for the State will be a consideration in determining whether a contract(s) will be awarded based on responses to the RFP and the selection of a service provider.

A firm commitment of which counties will exercise their "buy-up" options is not possible, so the absolute scope of the project is unclear at this time. To mitigate the uncertainty of the project scope it may be necessary to request best and final offers from selected respondents. Those best and final offers will be requested based upon the projected final project scope updated with buy-ups above the base products. Figure 1, Map of Resolution by County, identifies the anticipated buy-ups in resolution as of the release date of this RFP.

Pricing information is requested in Section 2.3.7 Pricing and Charges.

1.10 DISCUSSION FORMAT

The State reserves the right to conduct discussions, either oral or written, with those respondents determined by the State to be reasonably viable to being selected for award. If discussions are held, the State may request best and final offers based upon the final project scope (which counties are buying up). IDOA Procurement will schedule all discussions. Any information gathered through oral discussions should be confirmed in writing.

A Vendor's failure to provide complete and accurate information shall be considered grounds for disqualification. CTASC reserves the right if necessary to ask vendors for additional information to clarify their proposals.

The request for best and final offers may include:

- Notice that discussions are concluded.
- Notice that this is the opportunity to submit written best and final offers.
- Notice of the date and time for submission of the best and final offer.
- Notice that if any modification is submitted, it must be received by the date and time specified or it will not be considered.
- Notice of any changes in the State's requirements.

The State reserves the right to reject any or all proposals received or to award, without discussions or clarifications, a contract on the basis of initial proposals received. Therefore, each proposal should contain the respondent's best terms from a price and technical standpoint. The State reserves the right to reopen discussions after receipt of best and final offers if it is clearly in the State's best interest to do so and the Director of the Procurement Division or designee makes a written determination of that fact. If discussions are reopened, the State may issue an additional request for best and final offers from all respondents determined by the State to be reasonably susceptible to being selected for award.

Following evaluation of the best and final offers, the State may select for negotiations the offers that are most advantageous to the State, considering price or cost and the evaluation factors in the RFP.

The State also reserves the right to conduct clarifications to resolve minor issues. If only clarifications are sought, best and final offers may not be requested. The State retains sole authority to determine whether contact with respondents is for clarification or discussion.

1.10.1 Development of a Short List of Vendors

The written submissions will be evaluated, and a "short list" of Vendors will be developed based on scoring set forth in Section 3 - Evaluation. Respondents scoring seventy (70) or more points of the possible one hundred (100) points will be included in the short list of respondents. All Vendors on the "short list" will be given an opportunity for an oral presentation/interview. In the event less than three Vendors respond, CTASC reserves the right to interview all Vendors or withdraw this RFP, at its sole option.

1.10.2 Oral Presentations and Interviews

All Vendors on the "short list" will be given an opportunity for an oral presentation/ interview, in order to discuss the Vendor's anticipated concepts and proposed method of approach to the assignment, including clarification of qualifications and performance data, the scope of services offered, and the needed time to complete the project.

Any Vendor who is not available for an oral presentation/ interview within the schedule of the evaluation committee and CTASC's overall project schedule will be disqualified.

The oral presentation will be evaluated based on the overall impression the Vendor gives as to the Vendor's ability to deliver in accordance with the written proposal. Evaluations may include, but are not limited to, the following criteria:

- Credibility of the presentation
- Clarity of the presentation
- Persuasiveness of the presentation

- Background understanding of the statewide project
- Subject matter knowledge and expertise shown in the presentation
- Ability to adapt standard practices and technology to meet the demands and unique characteristics of orthophotography acquisition
- Participation of key Vendor personnel at the presentation meeting
- Ability to answer questions clearly and concisely
- Other factors that may reflect on the Vendor's ability to perform

Presenters are permitted (and, where effective, encouraged) to use multi-media forms of presentation, including PowerPoint, videotape, computer animation, etc. Vendors should identify any special needs for equipment in advance of the presentation. A copy of presentation materials shall be requested by CTASC for its use. Information in the Vendor presentation of a proprietary or sensitive nature shall be avoided.

1.10.3 Best and Final Offers

During the discussion phase, best and final offers will be requested based upon the projected final project scope of the project, updated with buy-ups above the base products.

1.11 CONTRACT NEGOTIATIONS

After recommendation of a selected respondent by appropriate officials of the State, contract negotiations will commence. The contract will be based primarily on the required clauses of the State as indicated in the State contract as appears in Attachment B of this document; secondly, on those required clauses by the respondent that are acceptable to the State; and, additionally, on any desirable clauses that either party would like to incorporate into the contract. If at any time contract negotiation activities are judged to be ineffective by the Commissioner of IDOA or designee, IDOA will cease all activities with that respondent and begin contract negotiations with the next highest ranked respondent. This process may continue until either both the respondent and the State of Indiana execute a completed contract or IDOA determines that no acceptable alternative proposal exists.

1.12 REFERENCE SITE VISITS

The State may request a site visit to a respondent's working support center to aid in the evaluation of the respondent's proposal.

1.13 TYPE AND TERM OF CONTRACT

The State of Indiana intends to sign a contract with one or more respondent(s) to provide the complete set of products and services listed in this RFP. The State will not entertain joint bids.

The term of this contract shall be for a period of two years, beginning from date of final State approval of contract, and ending December 31, 2006, or two years after final State approval of this contract. There may be renewals for a total of 2 more years at the State's option.

1.14 CONTRACT OBLIGATIONS

Attachment B of this document is the form of the expected contract resulting from this RFP. Although the State anticipates that any respondent submitting a proposal will provide the major portion of the products and services as requested, subcontracting by the respondent is acceptable in performing the

requirements of this RFP. However, the respondent must obtain the approval of IDOA before subcontracting any portion of the project's requirements and the subcontractor must have registered with the Indiana Secretary of State at least 45 days prior to the issuance date of this RFP if they are a regular corporation, Sub Chapter S corporation, Limited Liability Corporation, Limited Partnership or Not for Profit Corporation. The respondent is responsible for the performance of any obligations that may result from this RFP and shall not be relieved by the non-performance of any subcontractor. Any respondent's proposal must identify all subcontractors, indicate that the subcontractor was registered with the Indiana Secretary of State at least 45 days prior to the issuance date of this RFP and outline the contractual relationship between the respondent and each subcontractor. Either a copy of the executed subcontract or a letter of agreement over the official signature of the firms involved must accompany each proposal. This RFP is subject to the Minority Business and Women's Enterprise Program. The requirements are explained elsewhere in the RFP.

Any subcontracts entered into by the respondent must be in compliance with all State of Indiana statutes and be subject to the provisions thereof. For each portion of the proposed products and services to be provided by a subcontractor, the technical proposal must include the identification of the functions to be provided by the subcontractor and the subcontractor's related qualifications and experience.

The combined qualifications and experience of the respondent and any or all subcontractors will be considered in the State's evaluation. The respondent must furnish information to the State as to the amount of the subcontract, the qualifications of the subcontractor for guaranteeing performance, and any other data that may be required by the State. All subcontracts held by the respondent must be made available upon request for inspection and examination by appropriate State officials and such relationships must meet with the approval of the State.

1.15 CONFIDENTIAL INFORMATION

Respondents are advised that materials contained in proposals are subject to the Indiana Public Records Act, IC 5-14-3 *et seq.*, and, after the contract award, may be viewed and copied by any member of the public, including news agencies and competitors. Respondents claiming a statutory exception to the Indiana Public Records Act must place all confidential documents (including the requisite number of copies) in a sealed envelope clearly marked "Confidential" and must indicate in the transmittal letter and on the outside of that envelope that confidential materials are included. The respondent must also specify which statutory exception provision applies. The State reserves the right to make determinations of confidentiality. If the State does not agree that the information designated is confidential under one of the disclosure exceptions to the Indiana Public Records Act, it may either reject the proposal or discuss its interpretation of the allowable exceptions with the respondent. If agreement can be reached, the proposal will be considered. If agreement cannot be reached, the State will remove the proposal from consideration for award and return the proposal to the respondent. The State will not determine prices to be confidential information.

1.16 STATE OF INDIANA OBLIGATIONS

The State of Indiana accepts no obligations for costs incurred by respondents in anticipation of being awarded a contract.

The State of Indiana creates no obligation, expressed or implied, by issuing this RFP or by receipt of any responses submitted pursuant hereto. The award of any contract(s) as a result of this RFP shall be at the sole discretion of CTASC and IDOA. Neither this RFP nor any response (proposal) submitted hereto are to be construed as a legal offer.

1.17 CONTRACT COMPONENTS

Any or all portions of this RFP and normally any or all portions of the respondent's response will be incorporated by reference as part of the final contract. Proprietary or confidential material submitted properly (see Section 1.15) will not be disclosed.

1.18 PROPOSAL LIFE

All proposals made in response to this RFP must remain open and in effect for a period of not less than 180 days after the due date for proposals. Any proposal accepted by the State for the purpose of contract negotiations shall remain valid until superseded by a contract or until rejected by the State.

1.19 TAXES

The State of Indiana is exempt from federal, state, and local taxes. The State will not be responsible for any taxes levied on the respondent as a result of the contract resulting from this RFP.

1.20 SECRETARY OF STATE REGISTRATION

In accordance with IC 5-22-16-4, before a respondent can do business with the State, the respondent must be registered with the Indiana Secretary of State. In order to be considered responsible, an offeror that is a business required to register with the Secretary of State must have registered with the Secretary of State at least 45 days before the RFP issuance date. If a respondent does not have such registration at present, the respondent should contact:

Secretary of State of Indiana
Corporation Division
302 West Washington Street, E018
Indianapolis, IN 46204
(317) 232-6576

for the necessary application form. It is each respondent's responsibility to assure that registration was at least 45 days prior to issuance of the RFP. Registration information will be verified prior to RFP recommendation.

1.21 EQUAL OPPORTUNITY COMMITMENT

Pursuant to IC 4-13-16.5 and in accordance with 25 IAC 5-5-3, the Director of the Procurement Division of IDOA has determined that there is a reasonable expectation of minority and woman business enterprise participation in this contract. Therefore a contract goal of 5% minority business enterprise participation and 5% woman business enterprise participation has been established and all respondents will be expected to comply with the regulation set forth in 25 IAC 5-5-3.

Compliance with these regulations will be taken in to consideration during the evaluation phase of the RFP process.

1.22 MINORITY BUSINESS & WOMEN'S ENTERPRISE PARTICIPATION PLAN

In accordance with 25 IAC 5 1-8, the respondent must submit within the proposal a Minority and Women's Business Enterprise participation plan or make an application for waiver from the contract goal. Failure to provide the minority and women's business participation plan or to make an application for

waiver of the participation goal at the time of proposal submission may result in the disqualification and rejection of the proposal. Please note that IDOA reserves the right to verify all information included on minority and women's business enterprise participation plans and applications for waiver from the contract goal before making final determinations of the respondent's responsiveness.

Additionally, the plan must show that there are racial minority owned enterprises and women owned enterprises participating in the contract. The participation can be, but is not limited to, a subcontractor or second tier participation with common suppliers such as office supplies, courier services and/or janitorial services. The respondent submitting an offer must indicate the name of the racial and women owned firms that will participate in the award, a contact name and phone number, the service to be supplied and the specific dollar amount from this contact that will be directed toward each firm.

A respondent can and must submit an application for a waiver if minority and women participation cannot be achieved. However, the respondent is expected to demonstrate a good faith effort to meet the participation goal of 5% for minority participation and 5% for women owned business participation. A good faith effort consists of documenting the effort that was made to achieve the goal. The same information supplied on the plan must be supplied on a waiver. (See above paragraph) Respondents are encouraged to contact and work with the Minority Business and Women's Enterprise Division of the Indiana Department of Administration to design a plan to meet established goals. The Minority Business and Women's Enterprise Division's website address is as follows: www.in.gov/idoa/minority.

By submission of the proposal, the respondent thereby acknowledges and agrees to be bound by the regulatory processes involving the State of Indiana's Minority and Women's Business Enterprise Program. Questions involving the regulations governing the minority and women's business enterprise participation plan and the application for waiver from the contract goal should be directed to:

Minority Business and Women's Enterprise Division
Indiana Department of Administration
402 W. Washington St., Room W469
Indianapolis, IN 46204
(317) 233-6607

1.23 U.S. MANUFACTURED

Each proposal must contain an explanation of what steps will be used to encourage the use of American-made products. The State does apply a U.S. Manufactured preference as set out in IC 5-22-15-21.

1.24 RECYCLED PRODUCTS

Each proposal should contain an explanation of what recycled materials are used and identify the recyclability of products offered in response to this RFP.

1.25 AMERICANS WITH DISABILITIES ACT

The respondent specifically agrees to comply with the provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.* and 47 U.S.C. 225).

1.26 SUMMARY OF MILESTONES

The following timeline is only an illustration of the RFP process. The dates associated with each step are not to be considered verbatim. Due to the unpredictable nature of the evaluation period, these dates are commonly subject to change. At the conclusion of the evaluation process all respondents will be informed of the evaluation team's findings, according to the choice of notification they selected in Attachment C.

<u>ACTIVITY</u>	<u>COMPLETION DATE</u>
Pre-proposal Conference	October 5, 2004
Respondent inquiry period ends	October 12, 2004
Final State responses to inquiries	October 18, 2004
Proposal submission date	October 26, 2004
Notice of discussions*	October 29, 2004
Discussions*	November 3, 2004
Request for best and final offers (BAFO)*	November 8, 2004
Receipt of best and final offers*	November 10, 2004
Proposal evaluation completed*	November 12, 2004
Recommendation to IDOA*	November 12, 2004
Notify selected respondent	November 16, 2004
Contract negotiations begin*	November 18, 2004
Contract negotiations end*	November 22, 2004
Negotiated contract readied*	November 22, 2004
Contract signed by respondent*	November 22, 2004
State review begins*	November 24, 2004
State review ends*	November 29, 2004
Receipt of State approval*	December 1, 2004

** These dates are subject to the determination of the need for discussions.*

1.27 PROPOSAL AND PERFORMANCE BOND (25 IAC 1.1-1-5)

A performance bond will not be required for this RFP. However, time is of the essence in the completion and delivery of the statewide orthophotography to be provided under this contract. Failure to deliver the complete, statewide orthophotography to the State in a timely fashion may result in the State incurring damages, including, but in no way limited to, the cost for additional hours of service by the selected QA/QC and project management providers. Therefore, the orthophotography provider does hereby agree that it shall be liable to the State for any such actual damages so incurred by the State due to such late delivery. At the State's option, the amount of such damages may be deducted from funds due to the orthophotography provider or may be paid by the orthophotography provider directly to the State.

SECTION TWO PROPOSAL PREPARATION INSTRUCTIONS

2.1 GENERAL

To facilitate the timely evaluation of proposals, a standard format for proposal submission has been developed and is documented in this section. All respondents are required to format their proposals in a manner consistent with the guidelines described below:

- Each item must be addressed in the respondent's proposal or the proposal may be rejected.
- The transmittal letter should be in the form of a letter. The business and technical proposals must be organized under the specific section titles as listed below.
- The State may, at its option, allow all respondents a five-calendar-day period to correct errors or omissions to their proposals. Should this necessity arise, the State will contact each respondent affected. Each respondent must submit written corrections to the proposal within five calendar days of notification. The intent of this option is to allow proposals with only minor errors or omissions to be corrected. Major errors or omissions, such as the failure to include prices, will not be considered by the State as a minor error or omission and may result in disqualification of the proposal from further evaluation.
- Beginning with Section 2.3 Business Proposal, through Section 2.4 Technical Proposal and including any attachments submitted for Sections 2.3 and 2.4, an Adobe PDF file is required.
- The outline format for the responses in the Adobe PDF file should be the same in numbering and heading as this document, beginning with section 2.3. If a section is not applicable to the submitted proposal, include the section number and heading followed by a statement that the section is not applicable. If a section is redundant, include the section number and heading of the redundant item, followed by a statement of which section number and heading with a link (if possible) to the other section where the matter is addressed.
- The Adobe PDF file should include a table of contents that is keyed to the respective outline sections in the body of the response.

2.2 TRANSMITTAL LETTER

The Transmittal Letter must address the following topics except those specifically identified as "optional."

2.2.1 Summary of Ability and Desire to Supply the Required Products and Services

The transmittal letter must briefly summarize the respondent's ability to supply the requested products and services that meet the application requirements defined in Section Three of this RFP. The letter must also contain a statement indicating the respondent's willingness to provide the requested products and services subject to the terms and conditions set forth in the RFP including, but not limited to, the State's mandatory contract.

2.2.2 Signature of Authorized Representative

A person authorized to commit the respondent to its representations and who can certify that the information offered meets all general conditions including the information requested in Section 2.3.4, must sign the transmittal letter. Such person's authority to so act must be consistent with the information contained in Section 2.2.1 of this RFP. **In the transmittal letter please indicate the principal contact for the proposal along with an address, telephone, and fax number.**

2.2.3 Respondent Notification Request

Attachment C provides respondents an opportunity to indicate the preferred method of notification of the vendor selection made for this solicitation. Unless otherwise indicated, respondents will be notified via e-mail. If there is no preference in this regard, Attachment C does not need to be submitted with the respondent's proposal and notification will be made by e-mail.

It is the respondent's obligation to notify the Procurement Division of any changes in address that may have occurred since the origination of this solicitation. The Procurement Division will not be held responsible for incorrect vendor/contractor addresses.

2.2.4 Other Information

This item is optional. Any other information the respondent may wish to briefly summarize will be acceptable.

2.3 BUSINESS PROPOSAL

The Business Proposal must address the following topics except those specifically identified as "optional." Please include the section number and heading in the proposal, followed by a statement that the section is not applicable to the proposal.

2.3.1 General

This optional section of the business proposal may be used to introduce or summarize any information the respondent deems relevant or important to the State's successful acquisition of the products and services requested in this RFP.

2.3.2 Respondent Company Structure

The legal form of the respondent's business organization, the state in which incorporated (if a corporation), the types of business ventures in which the organization is involved, and a chart of the organization are to be included in this section. If the organization includes more than one product division, the division responsible for the development and marketing of the requested products and services in the United States must be described in more detail than other components of the organization.

2.3.3 Company Financial Information

This section must include the respondent's financial statement, such as an income statement or balance sheet, for each of the two most recently completed fiscal years. The financial statements must demonstrate the respondent's financial stability. If the organization includes more than one product division, separate financial statements must be provided for the division responsible for the development and marketing of the requested products and services.

2.3.4 Integrity of Company Structure and Financial Reporting

This section must include a statement indicating that the CEO and/or CFO has taken personal responsibility for the thoroughness and correctness of any/all financial information supplied with this proposal. The particular areas of interest to the State in considering corporate responsibility, which

are mandatory, include the following items: separation of audit functions from corporate boards and board members, if any, the manner in which the firm assures board integrity, the separation of audit functions and consulting services. The State of Indiana will consider the information offered in this section to determine the responsibility of the offeror per IC 5-22-16-1(d).

Federal law H.R. 3763, the “Sarbanes Oxley Act of 2002” is NOT directly applicable to this acquisition, however, its goals and objectives were used to develop our mandatory areas of interest.

2.3.5 Facilities and Resources

The respondent should include information with regard to the organization’s resources that it deems advantageous to the successful provision of the requested products and services. This might include management capabilities and experience, technical resources, and operational resources not directly assigned to this project, but available if needed.

2.3.5.1 Prime Vendor Information including:

- 2.3.5.1.1 The Company (the Prime Company MUST be specified).
- 2.3.5.1.2 Include proof of current professional licensure and certification (e.g. ISO9002, NCEES, ACSM, ASPRS, etc.).
- 2.3.5.1.3 Names, qualifications and experience of personnel to be assigned to the project.
- 2.3.5.1.4 Resumes of key persons (clause 28 of Attachment B) to be assigned to the project.
- 2.3.5.1.5 Experience.

Prime vendor shall specify in detail experience in similar large scale mapping projects. Evaluation will be based on successful experience, with special emphasis for successful mapping projects like the overall project being undertaken by the State. Statement shall include documented successful completion of projects of similar scope in size and complexity that were delivered on time and within budget, and using the same subcontractors, if relevant.

2.3.5.2 Subcontractor “A” Information should include (if applicable and if more than one subcontractor, continue with successive sections 2.3.5.3, 2.3.5.4, etc. for each subcontractor):

- 2.3.5.2.1 The Company
- 2.3.5.2.2 Include proof of current professional licensure and certification (e.g. ISO9002, NCEES, ACSM, ASPRS, etc.)
- 2.3.5.2.3 Names, qualifications and experience of personnel to be assigned to the project.
- 2.3.5.2.4 Resumes of key persons (clause 28 of Attachment B) to be assigned to the project.
- 2.3.5.2.5 Experience

Specify the experience of each subcontractor in similar mapping projects. Evaluation will be based on successful experience, with special emphasis for successful mapping projects like the overall project being undertaken by CTASC. Statement shall include documented successful completion of projects of similar scope in size and complexity that were delivered on time and within budget, and using the same subcontractors, if relevant.

2.3.6 Required Contract Clauses

Indiana law requires the inclusion of certain language in all contracts. Also, the nature of the products and services requested in this RFP may present a need for the inclusion of certain commitments in any contract resulting from this RFP. Attachment B of this document contains a sample contract that could be similar to the one resulting from this RFP. Some clauses within the sample contract are mandatory and other clauses are desirable to the State. NOTE: Those clauses that are mandatory are as follows:

- Duties of contractor, rate of pay, and term of contract
- Conflict of Interest
- Drug-free workplace provision and certification
- Ethics Obligation
- Funding Cancellation
- Non-collusion and Acceptance
- Key Person(s)
- Non-discrimination clause

Respondents should review these clauses in detail because a specific agreement to these clauses is required in the Transmittal Letter. If a respondent wishes to suggest alternative wording for one or more of these mandatory clauses without changing the intent, these suggestions may, at the respondent's option, be documented in this section of the Business Proposal. The respondent's suggested language will be considered by the State during the contract negotiation process. The State's willingness to consider alternative language does not change the requirement that the respondent agree in the Transmittal Letter to the acceptance of the State mandatory clauses as written.

Attachment B also includes a number of desirable clauses that the State seeks to include in any contract resulting from this RFP but which it does not consider mandatory. For each of these desirable clauses, the respondent should either indicate that the desired clause is acceptable as worded; suggest specific alternative wording to address issues raised by the specific clause; or indicate the desired clause is unacceptable and state why. Any language required by a respondent that is unacceptable to the State may lead to the rejection of that respondent's proposal.

2.3.7 Pricing and Charges

The State requests the pricing associated with this RFP be a firm proposal price that must remain open and in effect for a period of not less than 180 days from the proposal due date as well as any extensions agreed to in the course of contract negotiations.

Provide pricing information by completing the following tables accordingly:

2.3.7 Table 1. List of Mandatory and Optional Products

MANDATORY PRODUCT DELIVERABLES	
Project plan, ground control, flight mission, scanning, AT, DEM, orthoimagery processing, quality assurance, and project management.	
PROJECT SET 1 – Statewide coverage of orthophotography resampled at 1-meter pixel resolution, delivered in USGS quarter quadrangle (3.75 minutes) tiles; delivered in MrSID generation III file in lossless compression, with world files, and uncompressed TIFF file formats; in UTM coordinates, Zone 16, NAD83.	
PROJECT SET 2 – Statewide coverage of orthophotography resampled at 1-meter pixel resolution, delivered in county mosaics that produce a set of tiled images for Indiana. Each county mosaic will overlap its surrounding counties, but there may be no overlapping “no-data” areas; it may be necessary to split some counties into multiple files; delivered in MrSID generation III file format; in the appropriate Indiana State Plane East and West zone. The MrSID shall be lossless compression.	
PROJECT SET 3 – Statewide coverage of orthophotography at 1-foot and 6-inch pixel resolution, delivered in 2,500x2,500 foot grid tiles; delivered as 92 individual county coverages with a minimum of one full tile overlap with surrounding counties; in uncompressed TIFF file formats; in the appropriate Indiana State Plane East and West zone.	
All final and intermediate survey and photogrammetry products. Electronic material will be on DVD.	
Final Digital Elevation Models used for the orthophoto creation, delivered for the whole state, and by county. The DEM will be in .IMG format.	
Total Costs for Project and Deliverables	\$
ADDITIONAL PRODUCT DELIVERABLES AS BUY-UP OPTIONS	
<i>Option: DEM Suitable for 5-foot Contours</i> Statewide DEM to collect 5-foot (or better) contours for the whole state of State of Indiana. This may (or may not) be a digital terrain model (DTM). The DEM created by the autocorrelation process may includes tops of trees, tops of buildings, bridge decks, etc., and pricing should NOT include the effort to strip the DEM to bare-earth. Do not add the prices for adding breaklines or the calculation of contours. \$_____	
<i>Option: 5-foot Contours</i> Include pricing for statewide 5’ contours, including processing DEM to bare-earth digital terrain model (DTM), adding breaklines and the calculation of contours. We will accept pricing for additional photogrammetric products (e.g. 2’ contours, planimetrics, true orthos) though these are <u>not</u> requirements for this RFP. \$_____	

2.3.8 Table 2. Total Cost (in US Dollars) for products listed, by county (note: this table is provided as an .XLS file attachment to this RFP. You should include this table in your hardcopy proposal response (and .pdf) as well as include an identical version in the .XLS file format as provided).

*Per square mile fee for 1-meter pixel orthos for a large project area, such as at least 10,000 sq.mi.**

\$_____/Sq.Mi.

Per square mile fee for 1-foot pixel orthos for a large project area, such as at least 10,000 sq.mi.

\$_____/Sq.Mi.

Per square mile fee for 6-inch pixel orthos for a large project area, such as at least 5,000 sq.mi.

\$_____/Sq.Mi.

Indiana Counties	TOTALMI2 Appox. Area (miles2)	Mandaory Product Costs			Options Product Costs		
		<i>1-meter*</i>	1-foot	6-inch	DEM suitable for 5' contours	5' contours	Color IR 1-meter
Adams County	342						
Allen County	662						
Bartholomew County	411						
Benton County	408						
Blackford County	167						
Boone County	425						
Brown County	319						
Carroll County	377						
Cass County	417						
Clark County	378						
Clay County	362						
Clinton County	407						
Crawford County	311						
Daviess County	439						
Dearborn County	309						
Decatur County	375						
DeKalb County	366						
Delaware County	398						
Dubois County	437						
Elkhart County	470						
Fayette County	217						
Floyd County	150						
Fountain County	400						
Franklin County	393						
Fulton County	373						
Gibson County	501						
Grant County	417						
Greene County	548						
Hamilton County	405						
Hancock County	309						
Harrison County	489						
Hendricks County	411						

Henry County	397						
Howard County	296						
Huntington County	390						
Jackson County	516						
Jasper County	563						
Jay County	386						
Jefferson County	365						
Jennings County	380						
Johnson County	324						
Knox County	526						
Kosciusko County	556						
LaGrange County	389						
Lake County	628						
LaPorte County	615						
Lawrence County	454						
Madison County	455						
Marion County	405						
Marshall County	452						
Martin County	343						
Miami County	379						
Monroe County	413						
Montgomery County	507						
Morgan County	411						
Newton County	406						
Noble County	420						
Ohio County	89						
Orange County	410						
Owen County	390						
Parke County	452						
Perry County	388						
Pike County	343						
Porter County	524						
Posey County	421						
Pulaski County	437						
Putnam County	485						
Randolph County	455						
Ripley County	450						
Rush County	411						
St Joseph County	463						
Scott County	195						
Shelby County	415						
Spencer County	403						
Starke County	314						
Steuben County	324						
Sullivan County	456						
Switzerland County	226						
Tippecanoe County	505						
Tipton County	262						
Union County	167						

Vanderburgh County	238						
Vermillion County	262						
Vigo County	412						
Wabash County	423						
Warren County	369						
Warrick County	393						
Washington County	519						
Wayne County	406						
Wells County	372						
White County	511						
Whitley County	340						
TOTALS		0	0	0	0	0	0

**As stated elsewhere in this RFP, “Depending on pricing and availability of funds, the State intends the base product to be 1-foot pixel resolution orthophotography statewide, plus ancillary data products. However, the state reserves the right to award at 1-meter resolution in some counties if necessary.” Therefore, 1-meter costs should reflect the cost of acquisition at 1-meter resolution in the event that funding and cost constraints limit the State’s ability to complete the entire state at 1-foot base product.*

2.3.9 References

The respondent should include a list of at least three (3) clients for whom the respondent has provided products and services that are the same or similar to those products and services requested in this RFP. Any state government for whom the respondent has provided these products and services should be included; also to be included should be clients with locations near Indianapolis, as site visits may be arranged. Information provided should include the name, address, and telephone number of the client facility and the name, title, and phone/fax numbers of a person who may be contacted for further information. The more similar the referenced products and services are to those requested in this RFP, a greater weight may be attached to the references in the State’s evaluation process.

2.3.10 Registration to do Business

Selected respondents providing the products and/or services required by this RFP must be registered to do business within the state by the Indiana Secretary of State at least 45 days before the issuance of the RFP to be considered responsible. The address contact information for this office may be found in Section 1.20 of this RFP. This process must have been concluded 45 days prior to the issuance of the RFP. It is the successful respondent’s responsibility to complete the required registration with the Secretary of State. The respondent must indicate the status of registration, if applicable, in this section of the proposal.

2.3.11 Authorizing Document

Respondent personnel signing the Transmittal Letter of the proposal must be legally authorized by the organization to commit the organization contractually. This section shall contain proof of such authority. A copy of corporate bylaws or a corporate resolution adopted by the board of directors indicating this authority will fulfill this requirement.

2.3.12 Subcontractors

The respondent must list any subcontractor's name, address and state of incorporation that are proposed to be used in providing the required products and services. The subcontractor's responsibilities under the proposal, anticipated dollar amount for subcontract, the subcontractor's form of organization, indication that the subcontractor was registered with the Indiana Secretary of State at least 45 days prior to the issuance date of this RFP (see Section 1.14 for forms of businesses required to register), if required, and an indication from the subcontractor of a willingness to carry out these responsibilities are to be included for each subcontractor. This assurance in no way relieves the respondent of any responsibilities in responding to this RFP or in completing the commitments documented in the proposal. The respondent must indicate which, if any, subcontractors qualify as a Minority or Women Owned Business under IC 4-13-16.5-1. See Section 1.22 and Attachment A for Minority and Women Business information.

Please provide names, addresses, titles and contact numbers for at least three (3) previous clients or customers of similar mapping projects in which each subcontractor has participated. The more similar the referenced products and services are to those requested in this RFP, a greater weight may be attached to the references in the State's evaluation process.

2.3.13 Respondent Contract Requirements

This section is optional. If the respondent wishes to include any language other than that discussed in the Business Proposal, this language should be included in this section. For each clause included in this section, the respondent should indicate that the clause is required by the respondent in any contract resulting from this RFP and why it is required (if the required clause is unacceptable to the State, the respondent's proposal may be considered unacceptable) or indicate that the clause is desired (but not required) by the respondent in any contract resulting from this RFP.

2.3.14 Bonds

A performance bond will not be required for this RFP. However, time is of the essence in the completion and delivery of the statewide orthophotography to be provided under this contract. Failure to deliver the complete, statewide orthophotography to the State in a timely fashion may result in the State incurring damages, including, but in no way limited to, the cost for additional hours of service by the selected QA/QC and project management providers. Therefore, the orthophotography provider does hereby agree that it shall be liable to the State for any such actual damages so incurred by the State due to such late delivery. At the State's option, the amount of such damages may be deducted from funds due to the orthophotography provider or may be paid by the orthophotography provider directly to the State.

2.4 TECHNICAL PROPOSAL

The Technical Proposal must be divided into the sections as described below. Every point made in each section must be addressed in the order given. The same outline numbers and section titles must be used in the response. RFP language should not be repeated within the response. Where appropriate, supporting documentation may be referenced by a page and paragraph number. However, when this is done, the body of the technical proposal must contain a meaningful summary of the referenced material. The referenced document must be included as an appendix to the technical proposal with referenced sections clearly marked. If there are multiple references or multiple documents, these must be listed and organized for ease of use by the State.

Vendors must, at a minimum, specify their qualifications and experience for each topic below that is relevant to their proposal.

2.4.1 Project Deliverables

2.4.1.1 Mandatory Product Deliverables - Color Orthophotography and Ancillary Products and Project Sets

One-meter orthophotography shall be delivered (collected or re-sampled from higher resolution to 1-meter) for the entire conterminous extent of the State of Indiana (36,600 square miles, more or less, including minimum buffers along border areas).

- PROJECT SET 1 – Statewide coverage of orthophotography at 1-meter pixel resolution, delivered in USGS quarter quadrangle (3.75 minutes) tiles; delivered in MrSID Generation III file in lossless compression, with world files, and uncompressed TIFF file formats; in UTM coordinates, Zone 16, NAD 83.
- PROJECT SET 2 – Statewide coverage of orthophotography at 1-meter pixel resolution, delivered in county mosaics that produce a set of tiled images for Indiana. Each county mosaic will overlap its surrounding counties, but there may be no overlapping “no-data” areas; it may be necessary to split some counties into multiple files; delivered in MrSID generation III file format; in appropriate Indiana State Plane East and West Zones. The MrSID shall be in lossless compression with world files.

Depending on pricing and availability of funds, the State intends the base product to be 1-foot pixel resolution orthophotography statewide, plus ancillary data products. However, the state reserves the right to award at 1-meter resolution in some counties if necessary. Additionally, several counties will buy-up to 6-inch pixel resolutions. Individual counties have provided a good-faith indication of their intent to “buy-up” to higher pixel resolutions. They cannot commit until after fixed prices are known.

In this RFP, vendors are requested to provide a square mile price for providing 1-meter, 1-foot and 6-inch pixel orthophotography for a given area. The final extents and distribution of the pixel resolution for this project will be determined during contract negotiations. **See Figure 1. Map of Resolution by County for counties anticipated to buy-up** to 6-inch pixel resolution, and Table 2 (Section 2.3.8) for square mileage, including minimum buffers required for border counties.

- PROJECT SET 3 – Statewide coverage of orthophotography at 1-foot and 6-inch pixel resolution, delivered in 2,500x2,500 foot grid tiles; delivered as 92 individual county coverages with a minimum of one full tile overlap with surrounding counties; in uncompressed TIFF file formats; in the appropriate Indiana State Plane East and West zone.

All final products, and any ancillary products (film, scans, diapositives, ground control, triangulation, elevation models, TINs, etc.) should be considered deliverables; and will be owned by CTASC and/or the counties.

- All final and intermediate survey and photogrammetry products. Electronic material will be on DVD.

- Final Digital Elevation Models used for the orthophotography creation, delivered for the whole state, and by county on DVD. The DEM shall be delivered in .IMG format.

2.4.1.2 Media and File Format Requirements

Media for all final deliverables to CTASC and counties will be made on DVD media format that can be read on a DVD-R drive. Additional delivery of statewide products to CTASC, and interim products, may be on external USB/fire wire hard drives.

All reference to TIFF and MrSID Generation III files will include world files. Tile boundaries for each tile (as polygons) for each type of deliverable shall have attribute fields coded with the X-Y georeferenced coordinates of the lower left corner of the tile, the filename, photo date(s), delivery status (flown, processed, rectified, QA complete, delivered, accepted, etc.). Since TIFF World files shall be delivered, the point of origin shall be the center of the upper left pixel in each tile.

Vector data shall be delivered in ESRI shapefile format using a schema developed by the Vendor and approved by CTASC. The File naming conventions will be provided by CTASC at the time of the project initiation meeting. Survey control point locations, flight lines and the final imagery exposure stations shall be labeled and contain attribution.

2.4.1.3 Incremental Deliveries and Sign-Off

All final products from successfully collected orthophotography shall be incrementally delivered according to the Vendor supplied project plan as approved by CTASC. CTASC expects to receive deliverables on at least a county-by-county basis, and as soon as processing is completed. Time is of the essence. Final delivery must be submitted to CTASC no later than May 1, 2006; earlier is desirable. CTASC will review and accept/reject each delivery within two months.

2.4.1.4 Metadata

The Vendor shall provide metadata compiled to the current standard endorsed by the Federal Geographic Data Committee (FGDC) for each of the data deliverables, including a separate metadata file for each individual county coverage in Project Set 3. Currently, this is the *Content Standard for Digital Geospatial Metadata* Version 2 (FGDC-STD-001-1998). CTASC will review and approve a template metadata file to be used for all project sets and deliverables.

2.4.1.5 Permanent Storage

The Vendor will, at no expense to CTASC, permanently store all film and raw scan digital imagery files.

2.4.1.6 Rejection of Product

CTASC reserves the right to reject and have the Vendor redo any or all photography or imagery pertaining to problems including but not limited to, coverage, cloud cover, endlap & sidelap, quality, resolution, low sun angle, tone or contrast, or artifacts, etc., at no extra cost to CTASC unless the Vendor and CTASC had previously agreed in writing that a given condition is allowed.

2.4.1.6.1 Re-flights

The Vendor shall present a plan for re-visitation of areas in the event of image rejection during the Quality Control (QC) process, or where original imagery could not be collected because weather or ground cover conditions, or other factors outside the control of the Vendor precluded collection at the scheduled time of the flyover. Mechanical or technical problems shall not be considered a legitimate reason for non-collection.

2.4.1.7 Additional Product Deliverables as Buy-Up Options

In addition to buy-ups in resolution, the State seeks additional products to be available for State and/or local government buy-up options. The following Additional Product Deliverables are a requirement for this RFP, and shall be considered in the proposal evaluation process.

2.4.1.7.1 Option: DEM Suitable for 5-foot Contours

The State has future plans to collect 5-foot (or better) contours for the whole state, or selected areas of State of Indiana. The State is interested in delivery of a digital elevation model (DEM) to be used for a future project at an accuracy of one-half the contour interval. This option includes statewide DEM to collect 5-foot (or better) contours for the whole state of State of Indiana, which may or may not be a DTM. Do not add the prices for adding breaklines or the calculation of contours.

2.4.1.7.2 Option: 5-foot Contours

Include pricing for statewide 5' contours, including processing to bare earth DTM, adding breaklines and the calculation of contours. We will accept pricing for additional photogrammetric products (e.g. 2' contours, planimetrics, true orthos) though these are not requirements for this RFP.

2.4.1.7.3 Color IR 1-meter (in addition to color orthos)

Several state and local agencies have expressed an interest in color-infrared imagery. Include in your costs, statewide coverage of 1-meter resolution (may be resampled from higher resolution imagery), color-infrared orthoimagery or addition of the near-infrared band (~ 700 – 1300 nm). Color IR imagery is in addition to color imagery, not in replacement of color imagery.

2.4.2 Performance Criteria / Project Specifications

It is important that the project be completed as soon as possible. CTASC has set forth specific performance criteria, concepts, and approaches which are intended to be the minimum required to meet the project objectives. Vendors are not limited to those ideas, and are encouraged to submit proposals using the latest proven technologies in which they are experienced. However, proposals that include alternative methodologies must conclusively demonstrate that the resulting product will meet or exceed the product quality defined using the performance criteria or product specifications listed.

Vendor's discussion of the following topics should, where applicable, also include:

- Use of appropriate technology (hardware, software, techniques)
- Quality Assurance and Quality Control (QA/QC) strategy
- Appropriate and technically sound methods, workflow and data proposed that will produce the required deliverables
- Compliance with project specifications, industry standards, etc.
- A sound project management plan, including demonstration of the allocation of sufficient resources to complete the project.

The qualifications of each vendor will be determined based not only on that vendor's experience, but also on how well the vendor's response demonstrates a grasp of the project being undertaken and how well the vendor's vision of the project dovetails with the IndianaMap vision.

2.4.2.1 Project Prioritization

The Vendor shall prioritize the acquisition of Indiana imagery and must show they have the capability to complete the task in the limited number of days acceptable to capture imagery. Vendors shall indicate the number of aircraft they intend to have on-site within Indiana available during clear weather conditions and for what duration aircraft will remain on-site.

Flights may be possible in southern Indiana before they are in northern Indiana. Since there may be only a few good weather days, we anticipate that vendors will be available to fly on the first available day and all subsequent good weather days until the whole state is completed.

This is very important, and CTASC may terminate the contract if it is discovered that photography was not captured on a good weather day. The determination of a good weather day will be made at the State's discretion.

2.4.2.2 Image Collection Requirements

2.4.2.2.1 Coordinate Systems and Units

Imagery for the project will be referenced to the North American Datum of 1983 (NAD83) horizontal datum using the latest HARN adjustment and the North American Vertical Datum of 1988 (NAVD 88) vertical datum. The National Geodetic Survey (NGS) **GRFP 99 (Geoid XXX03, 04?)** model shall be used in the derivation of orthometric heights. Imagery shall be oriented to the appropriate Indiana State Plane East and West Zones (defined by Indiana Code) using U.S. Survey Feet and UTM Zone 16 meters.

Vendor should be prepared to discuss recommendations for the additional delivery in other optional projection / coordinate systems.

2.4.2.2.2 Horizontal Accuracy Requirements

Vendors will be held strictly to specified horizontal accuracy. Accuracy will be reported and tested as per the Federal Geographic Data Committee (FGDC) Geospatial Positioning Accuracy Standards, Part 3: National Standard for Spatial Data Accuracy [NSSDA] (1998). The limiting RMSE established by this standard are the maximum permissible RMSE for 95% of check points on a map. These limits of accuracy apply to tests made on well-defined points. The digital orthophotography products are required to meet the tested requirements of the NSSDA, which will be performed by CTASC or its designate.

All reference in this RFP to the product's pixel resolution will imply the following accuracies:

Pixel Resolution (Ground Sample Distance)	NSSDA Horizontal RMSE Accuracy (95% of points)
<i>1-meter pixel (if applicable)</i>	<i>33.3 feet or better</i>
1-foot pixel	5 feet or better
6-inch pixel	2.5 feet or better

2.4.2.2.3 Pixel Clarity

The intent of this project is that the resolving capability shall be the specified pixel size. Each pixel will represent the ground sample distance (GSD) of the specified pixel size. All references in this RFP to pixel resolution refer specifically to GSD. Vendors may resample from a sharper image to achieve the pixel size of a particular product (e.g., resample 1-foot pixel resolution to achieve 1-meter). In no case shall a vender resample from a coarser image.

2.4.2.2.4 Edge Effects

CTASC understands that to achieve seamless imagery in a multi-resolution program, higher resolution mapping usually occurs before surrounding lower resolution maps are produced (i.e., higher accuracy maps should be used to control and connect the lower accuracy features). Where reasonable to do so, the 1-foot pixel photography should continue through the 6-inch pixel resolution areas to minimize edge effects during the aerotriangulation process.

2.4.2.2.5 Imagery Type

Deliverable orthophotography shall be the equivalent of natural true color, to include 256 levels of value for each color band (Red, Green, Blue). The vendor must describe the color resolving power of the selected film and/or camera technology in your response to this RFP.

2.4.2.2.6 Temporal Requirements

All imagery shall be collected during the late-Winter / early-Spring calendar year 2005 flying season (approximately mid-February to late-April) during leaf-off conditions for deciduous vegetation in Indiana. The sun angle shall be 30-degrees or greater, and streams should be within their normal banks, unless otherwise negotiated. For quality assurance purposes, Vendor shall submit copies of flight logs to CTASC as part of its deliverable.

2.4.2.2.7 Obstructions

To the extent possible, no clouds, snow, fog, haze, smoke, or other ground obscuring conditions shall be present at the time of the flights. The Vendor is encouraged to offer alternative solutions to counter the potential snow cover problem. Spectral reflectance from water is encouraged to be minimized and should not obscure shoreline features. In no case will the maximum cloud cover exceed 5% per image.

2.4.2.2.8 Flight Line Plan

Using the master index map concept, the Vendor shall submit planned flight lines to the CTASC for review prior to ground control surveys and as early as practical (preferably at least 1 month), prior to scheduled image capture. The backdrop should be the equivalent of a USGS Digital Raster Graphic (DRG).

The Vendor shall describe the optimal estimated distribution and geographic extents for 1-foot and 6-inch pixel orthophotography (and 1-meter if applicable). The exact extents and distribution of tiles for each resolution of imagery, will be finalized in consultation with CTASC during contract negotiations.

2.4.3 Project Component Requirements

2.4.3.1 Ground Control

Vendors shall propose their approach for controlling the orthophotography including how, if applicable, existing control used by local governments will be included.

The Vendor shall be responsible for establishing ground control of sufficient density and accuracy to meet the accuracy requirements of the deliverable orthophotography and elevation data at the resolutions indicated. The Vendor shall determine whether or not to panel the control points. CTASC will require the control diagrams, indicating the anticipated vertical and horizontal accuracies, before imagery collection begins.

Many counties have well established ground control for previous imagery projects. Vendors should not assume that control exists, but it could be beneficial to use existing control if possible. Vendor will be responsible for determining the availability and/or quality of any existing ground control.

Currently four Continuous Operation Reference Stations (CORS) operate in Indiana: one in Bloomington, IN (IUCO) and one in Wolcott, IN (WLCI); two cooperative CORS in Auburn and Vincennes, IN; and, one nearby in Chicago, IL (CALU) (<http://www.ngs.noaa.gov/CORS>).

Any ground control established for the project must be tied to the Indiana High Accuracy Reference Network (HARN) and must be established by a Surveyor licensed in the State of Indiana. The vendor shall describe the method used to ensure consistency and compliance with standards. All ground control points collected shall be documented and marked such that they can be easily relocated by other surveyors and survive throughout the timeframe of the project.

Any control established for use in the project shall become a deliverable of the project. An FGDC compliant metadata file must accompany the survey data.

2.4.3.2 Mosaicking and Radiometry

While we are not requiring “true orthophotos” we want the radial distortion to be minimized. Overpasses/bridges along roadways shall retain correct horizontal location and geometry. Vendor shall describe the process to be used to constrain building lean within the orthophotography and to account for excessive building lean, particularly in areas with concentrations of structures over 5 stories.

The digital orthophotography shall be generally seamless and have uniform, balanced color. The imagery will be geometrically and radiometrically correct and match without noticeable differences, free from double image 'ghosting' effect at the mosaicking edges. Mosaic lines shall not cross through buildings, bridges or other man-made structures not at ground level.

Tiles shall be mosaicked so the images appear to be completely seamless, except at mosaic lines on bodies of water. Radiometric adjustment shall include color balancing, overall tone adjustment and brightness and contrast enhancements of the imagery over the entire project. Dark and light areas shall be evened out.

2.4.3.3 Digital Elevation Model Specifications

We require that the horizontal accuracy specifications be met for each of the pixel resolutions, and therefore the DEM shall have a vertical accuracy sufficient to meet the horizontal accuracy requirement.

The Vendor shall deliver a continuous DEM surface with no disjoints, overlap or underlap between models or tiles.

Vendors should not assume that a digital elevation model exists for the counties who will receive 1-foot or 6-inch pixel resolution. While vendors may use county-provided DEMs if they choose, the vendor is still responsible for meeting quality standards as defined in this RFP. CTASC will not be able to assist in determining the availability and/or quality of any existing DEMs.

CTASC will require the specification, indicating the vertical and horizontal accuracies of the DEM before processing begins.

2.4.3.4 Alternate Sensor Capabilities

CTASC will encourage the use of compatible digital cameras or multispectral sensors that are demonstrated to be able to produce imagery that meets or exceeds the performance criteria of this solicitation. Regardless of the image capture technology used, the quality of the final orthophotography product must be achieved.

The Vendor shall describe any proposed alternative technologies and the anticipated risks and benefits to the project. Self calibration and in-situ calibrations may be accepted in lieu of USGS camera calibration for sensors other than analog mapping cameras. Prior calibration data shall be submitted for any non-traditional imaging sensors. The Vendor shall also plan to discuss any associated differences in costs using proposed alternative technologies during the Vendor negotiations.

2.4.4 Project Management

2.4.4.1 Project Plan

The Vendor shall propose a management plan for the project, which clearly establishes lines of communication, authority and responsibility with regards to management of the project. The plan must demonstrate efficient and effective communication on all aspects of the project and to minimize the administrative overhead of CTASC. The plan must also state how the Vendor will ensure that CTASC and counties will receive the deliverables specified above, and in a timely manner that will fit into the project's overall purpose.

CTASC recognizes that the scope of this project is large and ambitious given the single year time frame. The Project Plan of the Vendor shall provide a statement of the priority of this project in relation to their other projects and an estimate of the number of aircraft on call and immediately available for the collection of the orthophotography, the total number of aircraft estimated to be used for the duration of photo acquisition, as well as an estimate of the number of personnel needed to establish ground control.

The plan shall include a *Procedures Guide* detailing production processes and Quality Assurance and Quality Control (QA/QC) procedures employed to insure that all products meet the required accuracy and performance standards of these specifications.

Vendors shall describe in their proposal how the imagery will be captured and a plan for completing the flight mission in a single season, including how the following will be addressed:

2.4.4.1.1 Flight mission including but not limited to discussion of:

- 2.4.4.1.1.1 Use of appropriate technology (hardware, software, techniques)
- 2.4.4.1.1.2 Quality Assurance and Quality Control (QA/QC) strategy
- 2.4.4.1.1.3 Appropriate and technically sound methods, workflow and data proposed that will produce the required deliverables
- 2.4.4.1.1.4 Compliance with project specifications, industry standards, etc.
- 2.4.4.1.1.5 A sound project management plan, including demonstration of the allocation of sufficient resources to complete to complete all aspects of the work on time and within budget.

2.4.4.1.2 Ground control – Describe in detail how horizontal and vertical control will be established, and how the imagery will be referenced to the control, including but not limited to:

- 2.4.4.1.2.1 Use of existing control used by local government of jurisdiction(s) being flown (if not applicable, please state so with rationale)
- 2.4.4.1.2.2 Use of appropriate technology (hardware, software, techniques)
- 2.4.4.1.2.3 Quality Assurance and Quality Control (QA/QC) strategy
- 2.4.4.1.2.4 Appropriate and technically sound methods, workflow and data proposed that will produce the required deliverables
- 2.4.4.1.2.5 Compliance with project specifications, industry standards, etc.
- 2.4.4.1.2.6 A sound project management plan, including demonstration of the allocation of sufficient resources to complete all aspects of the work on time and within budget.

2.4.4.1.3 Photogrammetric processing (scanning, Analytical Aerial Triangulation, block and bundle adjustment, residuals) including but not limited to:

- 2.4.4.1.3.1 Use of appropriate technology (hardware, software, techniques)
- 2.4.4.1.3.2 Quality Assurance and Quality Control (QA/QC) strategy
- 2.4.4.1.3.3 Appropriate and technically sound methods, workflow and data proposed that will produce the required deliverables
- 2.4.4.1.3.4 Compliance with project specifications, industry standards, etc.
- 2.4.4.1.3.5 A sound project management plan, including demonstration of the allocation of sufficient resources to complete

2.4.4.1.4 DEM creation including but not limited to:

- 2.4.4.1.4.1 Use of appropriate technology (hardware, software, techniques)
- 2.4.4.1.4.2 Quality Assurance and Quality Control (QA/QC) strategy
- 2.4.4.1.4.3 Appropriate and technically sound methods, workflow and data proposed that will produce the required deliverables
- 2.4.4.1.4.4 Compliance with project specifications, industry standards, etc.
- 2.4.4.1.4.5 A sound project management plan, including demonstration of the allocation of sufficient resources to complete

2.4.4.1.5 Ortho rectification, mosaicking and tiling including:

- 2.4.4.1.5.1 Use of appropriate technology (hardware, software, techniques)
- 2.4.4.1.5.2 Quality Assurance and Quality Control (QA/QC) strategy
- 2.4.4.1.5.3 Appropriate and technically sound methods, workflow and data proposed that will produce the required deliverables
- 2.4.4.1.5.4 Compliance with project specifications, industry standards, etc.
- 2.4.4.1.5.5 A sound project management plan, including demonstration of the allocation of sufficient resources to complete

2.4.4.1.6 Procedures Guide – QA\QC manual for following subtopics.

Guide is to be a compilation of production processes and Quality Assurance and Quality Control (QA/QC) procedures employed to insure that all products meet the required accuracy and performance standards of these specifications. Include criteria indicating need for remedial action, frequency for evaluation of those criteria, remedial action and timeframes to mitigate out of compliance condition, verification criteria indicating successful mitigation, notification processes including when CTASC representatives are apprised of which situations, and project personnel responsible for evaluations and action. This will be made available to all subcontractors for use in execution of their duties. Organize the plan accordingly:

- 2.4.4.1.6.1 Flight mission
- 2.4.4.1.6.2 Ground control
- 2.4.4.1.6.3 Photogrammetric processing
- 2.4.4.1.6.4 DEM creation
- 2.4.4.1.6.5 Ortho rectification, mosaicking and tiling

2.4.4.1.7 Delivery schedule

2.4.4.1.8 Task check sheets

2.4.4.1.9 One page Gantt chart (to maintained throughout the project)

Vendors shall address how their processes will eliminate or minimize the following:

- 2.4.4.1.10 Radial displacement, building lean, smears
- 2.4.4.1.11 Artifacts, blemishes, scratches, dust
- 2.4.4.1.12 Spectral reflectance from water surfaces

In addition, your proposal should describe:

- 2.4.4.1.13 Type of aerial camera, including detailed specifications.
Insert subsections if more than one camera will be used. Include criteria for use of each.
- 2.4.4.1.14 Film manufacturer and type (if applicable).
Insert subsections if more than one film type or manufacturer will be used. Include criteria for use of each.
- 2.4.4.1.15 Focal length of lens (if applicable).
Insert subsections if more than one lens will be used. Include criteria for use of each.
- 2.4.4.1.16 Intended scan resolution (if applicable).
Insert subsections if more than one scan resolution will be used. Include criteria for use of each.

In your proposal include flight mission information, including:

- 2.4.4.1.17 Intended endlap, sidelap, tip, tilt, crab of imagery
- 2.4.4.1.18 Intended flying height and direction of flight lines

2.4.4.2 Point of Contact

An individual or a team of individuals shall be identified by Vendor and contact information provided that will allow CTASC to contact the Vendor's "Point of Contact" anytime during regular business hours (i.e., 8:00 AM to 5 PM), Eastern Standard Time. This "Point of Contact" will be utilized for general information and shall be considered separate from the "Key Persons" clause located in the sample contract (Attachment B).

2.4.4.3 Meetings and Reporting Requirements

2.4.4.3.1 Project Initiation Meeting

The Vendor shall meet with CTASC within two (2) weeks subsequent to Contract award to review the required Vendor project plan.

The Vendor will present the project schedule and project plan, and if possible, the initial flight plan for review and approval by CTASC at the project initiation meeting. The Vendor shall provide a timeline for final flight plan presentation and approval, ground control plan, delivery and a schedule for all products. As specifically as possible, the plan shall include a matrix of who will be performing each of the anticipated tasks, to include quality assurance and delivery of final products.

The Vendor shall summarize all pertinent issues, clarifications and proposed changes resulting from the meeting and shall distribute them to CTASC for approval within five (5) working days after the project initiation meeting.

2.4.4.3.2 Post-Flight Evaluation Meeting

The Vendor shall meet with CTASC immediately following the completion of the Spring 2005 flying season, and no later than May 15, 2005. The purpose of this meeting is to evaluate the success of the orthophotography acquisition, and to consider alternatives for gaps where weather conditions or other factors precluded successful acquisition of

orthophotography. Any deficient areas shall be included during the Spring 2006 flying season at no expense to CTASC.

The Vendor shall initially provide CTASC, as soon as it becomes available, several completed and processed sample frames of imagery representative of each set of flight conditions that may affect image quality. CTASC shall select the preferred frame or frames to be used by the Vendor as a template that guides subsequent deliverables and by CTASC to QA the resultant orthophotography deliverables.

The Vendor shall summarize all pertinent issues, clarifications and proposed changes resulting from the meeting and shall distribute them to CTASC for approval within five (5) working days after the initial post-flight evaluation meeting.

2.4.4.3.3 Status Meetings, Status Reports and Conference Calls

The Vendor shall, at a minimum, participate in four (4) additional meetings in Indianapolis, Indiana in July 2005, September 2005, November 2005, and January 2006, unless deemed unnecessary by CTASC. Up to two (2) additional meetings may be scheduled as required upon mutual consent of the Vendor and CTASC at no additional cost to CTASC.

The Vendor shall develop a secure, limited access Project Management Website to assist in the dissemination of project status information to CTASC, subcontractors, and other project stakeholders where appropriate, updating and documenting the status of the project in relation to the project schedule and identifying any issues, concerns, decisions, outstanding items and next steps. Written status reports shall be provided on a no-less-than monthly basis during the life of the project, and every 2 weeks during project start-up.

The Vendor shall arrange and initiate weekly conference calls, minimally with CTASC, to discuss the status reports. Calls may be suspended after all flying has been completed upon mutual agreement of CTASC and the Vendor. Calls shall continue until such time as CTASC is satisfied that all outstanding technical, financial and contractual issues are properly resolved. Conference calls shall be coordinated by and paid for by the Vendor. Issues shall be documented by the Vendor in the next progress report.

2.4.4.4 Additional Reporting Requirements

For no additional cost, the Vendor shall be responsible for completion of a variety of administrative and reporting requirements, in a format prescribed by CTASC, and at times as determined necessary by CTASC.

The Vendor shall create and use an electronic master index map. An updated master index map file shall be made available on the web and also be delivered four (4) times during the project via CDROM in ESRI compatible format. The intent is to use GIS technology to graphically show the interim and final deliverables superimposed over a set of reference base maps.

The CD shall include an ArcGIS map document that includes all of the reference, backdrop, data and index features. CTASC will provide the Vendor with ESRI shape and layer files to serve as the reference base map to the project index map

2.5 MINORITY BUSINESS & WOMEN'S ENTERPRISES PARTICIPATION PLAN

A properly completed and signed MWBE Participation Plan or Waiver (Attachment A) must be included as part of the proposal. Respondents must indicate the name of the racial minority and woman owned firm(s) with which it will work; the contact name and phone number at the firm(s); the service supplied by the firm(s); and the specific dollar amount from this contract that will be directed toward each firm. If the above mentioned goals (1.21) can not be achieved by directing proceeds from this contract toward racial minority and woman owned enterprises, the respondent may demonstrate that an amount, equal to each of the above goals, of the firms overall annual proceeds (from all business) are directed to racial minority and/or woman owned enterprises. Please note: Respondents' claims for participation will be validated prior to contract award.

2.6 INDIANA ECONOMIC IMPACT

All companies desiring to do business with state agencies must complete an "Indiana Economic Impact" form (Attachment D). The form asks for, among other information:

- a. The amount of the contract that is being allocated for payroll and benefits to Indiana residents
- b. The amount that is being awarded to Indiana subcontractors and suppliers
- c. The amount that is being subcontracted to Indiana certified minority and women owned businesses

The collection and recognition of the information collected with the Indiana Economic Impact form places a strong emphasis on the economic impact a project will have on Indiana and its residents regardless of where a business is located. The collection of this information does not restrict any company or firm from doing business with the state.

SECTION THREE PROPOSAL EVALUATION

3.1 PROPOSAL EVALUATION PROCEDURE

The State of Indiana has selected a group of personnel to act as a proposal evaluation team. Subgroups of this team, consisting of one or more team members, will be responsible for evaluating proposals with regard to compliance with RFP requirements. All evaluation personnel will use the evaluation criteria stated in Section 3.2.

The procedure for evaluating the proposals against the evaluation criteria will be as follows:

- 3.1.1 Each proposal will be evaluated for form on a pass/fail basis. Proposals that are incomplete or otherwise do not conform to proposal submission requirements will normally be eliminated from consideration. Respondents should note that agreement to the State's mandatory contract clauses is required in the Transmittal Letter and will be evaluated for such under the form category.
- 3.1.2 Each proposal will be evaluated on the basis of the categories included in Section 3.2. A point/percentage score will be established for each category.
- 3.1.3 If technical proposals are close to equal, greater weight could be given to price.
- 3.1.4 Based on the results of this evaluation, the qualifying proposal determined to be the most advantageous to the State, taking into account all of the evaluation factors, may be selected by IDOA and CTASC for further action, such as contract negotiations. If, however, IDOA and CTASC decide that no proposal is sufficiently advantageous to the State, the State may take whatever further action is deemed necessary to fulfill its needs. If, for any reason, a proposal is selected and it is not possible to consummate a contract with the respondent, IDOA may begin contract preparation with the next qualified respondent or determine that no such alternate proposal exists.

3.2 EVALUATION CRITERIA

Proposals will be evaluated based upon the proven ability of the respondent to satisfy the requirements of the RFP in a cost-effective manner. Each of the evaluation criteria categories is described below with a brief explanation of the basis for evaluation in that category. The percentage of the total point score associated with each category is indicated following the category name (total maximum points = 100).

- 3.2.1 Adherence to Requirements (20 points)
 - *Use of appropriate technology (hardware, software, techniques)*
 - *Quality Assurance and Quality Control (QA/QC) strategy*
 - *Appropriate and technically sound methods, workflow and data proposed that will produce the required deliverables*
 - *Compliance with project specifications, industry standards, etc.*
 - *Adherence to proposal formatting requirements*
- 3.2.2 Overall Management Judgment (20 points)

- *A sound project management plan, including demonstration of the allocation of sufficient resources to complete the project*
- *Experience with projects of similar type and scope*
- *Qualifications of personnel*
- *References*

3.2.3 Indiana Economic Impact (20 points)

See Section 2.6 for additional information.

(The amount of the project being allocated for gross payroll and related fringe benefits for employees that live in Indiana + the amount allocated for subcontractors and suppliers located in Indiana + the amount allocated for State of Indiana certified minority and/or women owned businesses located in Indiana) divided by (the total amount of the proposal) = percentage of proposal's impact on the Indiana economy.

The percentage impact on the Indiana economy will be multiplied by the points allocated for Indiana Economic Impact (Section 3.2) and the resulting number will be the points awarded for Indiana Economic Impact.

3.2.4 Price (20 points)

3.2.5 Minority (10 points) & Women's Business (10 points) Participation Plan (20 points)

Points for each element will be awarded by the corresponding participation indicated in the response in relation to the required amount set out in the Request for Proposal.

Points will be calculated and awarded as follows: The percentage of Minority and/or Women's participation will be multiplied against the total amount of the respondent's proposal. This represents the maximum or denominator. This number will be divided by the amount actually proposed for Minority and/or Women's participation. The resulting percentage will be multiplied against the total points allowed, currently 10 points for each category. The result will be the points scored for that response.

Responses to this solicitation serve as a warrant that the responding entity has properly registered as required by law with the Secretary of State and that it has no current or outstanding criminal, civil, or enforcement actions initiated by the State of Indiana, and it agrees that it will immediately notify the State of any such actions. The respondent also certifies that neither it nor its principals are presently in arrears in payment of its taxes, permit fees or other statutory, regulatory or judicially required payments to the State of Indiana. Any respondent agrees that the State may confirm, at any time, that no such liabilities exist, and, if such liabilities are discovered, that State may bar the respondent from contracting with the State, cancel existing contracts, withhold payments to setoff such obligations, and withhold further payments or purchases until the entity is current in its payments on its liability to the State and has submitted proof of such payment to the State.

All proposals will be reviewed by members of CTASC and IDOA. References may be contacted. It is possible that persons participating in the selection process, through IDOA, will interview finalists. The Commissioner of IDOA or his designee will, in the exercise of his sole discretion, determine which proposals offer the best means of servicing the interests of the State. The exercise of this discretion will be final.

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FIGURE 1.

Indiana 2005 Orthophotography Project Figure 1. Map of Resolution by County

